

NOTE: The form below is intended for use by employers who have received a Telefile Registration package with a temporary Personal Identification Number (PIN) and have lost or misplaced the cover letter in that package. If you did not receive a Telefile Registration package in the mail, this form will not provide you complete Telefile information. To request the package and a PIN, please call Telefile Customer Service at 1-800-796-3524.

“EDD’s Telefile System Information Letter”

... KEY INTO THE FUTURE TODAY!

You are invited to participate in EDD’s Telefile Program! This new electronic reporting system is especially designed for employers of household workers and other employers with a small number of employees to file wage reports and pay employer taxes by telephone.

Telefile is a voluntary program, but we think you will find that filing your reports and tax payments in one phone call is convenient and easy.

This Telefile Registration package contains the information listed below. Please read all of the enclosed items before using the Telefile system.

➤ **Address card temporary Personal Identification Number (PIN)**

The temporary PIN allows access to the Telefile System to register as a Telefile customer—save the card until you are registered!

➤ **Telefile Information Guide**

Should you use the Telefile System or not? The Guide provides information to assist you with your decision.

The Guide also provides detailed information to assist employers who register as a Telefile customer. Save the guide for valuable Telefile report and payment instructions.

➤ **Telefile Remittance Authorization Agreement (DE 26T)**

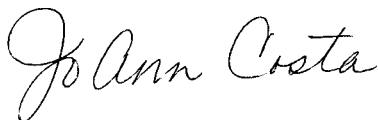
If you choose to take advantage of Telefile’s Electronic Funds Transfer (EFT) option, use this form to authorize EDD to set up the transfer process with your bank. Complete and sign the DE 26T, attach a voided check for the appropriate bank account, and mail to:

EFT Unit, MIC 15
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

...or fax the form and voided check to (916) 654-7441.

If you enlist the services of a tax or payroll service to prepare and file your taxes, please provide them with any information they need to use Telefile in your behalf.

If you have questions about Telefile registration, Telefile wage reporting, or Telefile Electronic Funds Transfer process, please call Telefile Customer Service at **1-800-796-3524**. You may leave a message 24 hours a day. Be sure to leave your name, employer account number, phone number, and a brief message. Your call will be returned as soon as possible, 8 a.m.-4 p.m., Monday through Friday.



JO ANN COSTA, Manager
Telefile Program

Enclosures